

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

8 October 1974

Honorable Sam J. Ervin, Jr., Chairman  
Committee on Government Operations  
United States Senate  
Washington, D. C. 20510

Dear Chairman Ervin:

In accordance with the request of Mr. Davidson, a member of the staff of the Subcommittee on Intergovernmental Relations, this is to advise you of the procedures concerning access by employees to their official personnel files as recently established by Mr. Colby.

Upon request, any employee may have his official personnel folder made available to him for his review. The employee may take notes and be given the opportunity to correct erroneous information. This includes review of all performance ratings and other personnel evaluations.

Sincerely,

/s/

George L. Cary  
Legislative Counsel

Distribution:

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